RELEASE INSTRUCTIONS (RI)

DOCUMENT NO.:

WHC--CM-5-4

PAGE 1 OF 1

TO: D. A. Isom

Copy #072

OC

Signature

H6 - 08

TITLE:

Laboratories Administration

RELEASE NO.: 047

DATE PREPARED: October 14, 1996

If you have any questions about this release

I have entered this release into the document per instructions.

contact:

Paula Noakes Phone: 373-7087

INSTRUCTIONS

REMOVE AND/OR INSERT INDICATED SECTIONS INTO DOCUMENT AS SHOWN BELOW.

UPDATE THE RELEASE RECORD AT THE FRONT OF THE DOCUMENT.
SIGN THIS FORM AND RETURN IT TO DOCUMENTATION ADMINISTRATION WITHIN 5 WORKING DAYS.

SECTION NO. AND TITLE(S)	REMOVE		INSERT			
,	PAGES	REV	DATE	PAGES	REV	DATE
If you received green "advance copies' replace with the	of any attached	of the	se sections, s. Thank yo	please nou.	remove	them and
Table of Contents	1-5	45	09/02/96	1-5	46	09/09/96
Section 2.2.1, Laboratory Instrument Control Board Charter	1	2	05/17/94	CANCELED		
Section 4.6, Training Plan for 222-S Laboratory RCRA Waste Management Units				1-22	0	10/14/96

IMPLEMENTATION NOTICE

(ROUTE A COPY OF THE IMPLEMENTATION NOTICE TO ALL USERS OF THIS COPY OF THE MANUAL)

Laboratory Instrument Control Board no longer exists. Activities described by this charter are covered elsewhere.

This new section describes the training plan for RCRA Waste Management Units as required

by WAC 173-303, "Dangerous Waste Regulations."

PLEASE FOLD SO THAT ADDRESS SHOWS AND RETURN TO

POSTAL MAIL:

Rust Federal Services Hanford

S3-28

Richland, WA 99352

PLANT MAIL: **HAS Records** S3-28

A-6001-683 (07/95) GEF307

PLEASE DO NOT STAPLE OR TAPE

Section	Title Title	Revision	Effective Date
<u>Section</u>	<u>1 tue</u>	Revision	Effective Date
1.0	POLICIES		
1.1	Safety Priority and Procedure Compliance Policy	3	03/11/96
2.0	ORGANIZATION		
NOTE:	The charter for Analytical Services may be found in WHC-Charters.	CM-1, Comp	any Policies and
2.1	Charters — Section Title (no text)		
2.1.1	222-S Analytical Operations Charter	3	04/13/95
2.1.2	222-S Facility Operations Charter (incorporated into 2.1.1)	Canceled	10/22/93
2.1.3	Program Management and Integration Charter	2	04/05/95
2.1.4	Work Control and Data Management Charter	Canceled	04/26/95
2.1.5	Office of Sample Management	Canceled	04/26/95
2.1.6	Plutonium Finishing Plant Engineering Laboratory	Canceled	07/06/95
2.1.7	Process Laboratories and Technology Charter	Canceled	07/11/95
2.1.8	PUREX Analytical Laboratories Charter	Canceled	07/20/95
2.1.9	Engineering and Technology Services Charter	1	03/31/95
2.2	Committees, Boards, and Task Teams	Canceled	08/17/95
2.2.1	Laboratory Instrument Control Board Charter	Canceled	09/18/96
2.2.2	Chemical Hygiene Committee Charter	1	05/31/95
2.2.5	Laboratories ALARA Committee Charter	Canceled	09/14/95
2.2.6	Laboratories Pollution Prevention Team Charter	1	05/01/95
2.2.8	Laboratory Facility Plant Review Committee Charter	Canceled	06/12/96
2.3.1	Waste Sampling and Characterization Facility — Startup Charter	Canceled	04/12/95
2.3.2	Waste Sampling and Characterization Facility — Analytical Operations Charter	2	02/26/96
2.3.3	Quality Systems Charter	1	08/02/96
2.3.4	Laboratory Transition Charter	0	03/21/95
2.3.6	222-S Production/Scheduling Charter	0	08/05/96

Section	<u>Title</u>	Revision	Effective Date
3.0	ADMINISTRATION		
3.1	Manual Administration	5	03/29/95
3.1-A	Manual Administration — Procedure (incorporated into Section 3.1, Rev. 5)	Canceled	04/05/95
3.2	Out-of-Tolerance Report System	Canceled	01/15/93
3.3	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7)	Canceled	09/13/93
3.4	Data Package Preparation	1	08/15/94
3.5	Administration for Nuclear Materials	4	- 09/09/96
3.6	Laboratories Entry Requirements	0	03/07/95
3.7	222-S Complex Radiological Postings	Canceled	07/25/95
3.8	Shift Turnover at 222-S Laboratories Complex	Canceled	07/06/95
3.9	Laboratory Procedures	5	01/15/96
3.10	Procedure Changes and Procedure Change Authorizations (incorporated into 3.9, Rev. 3)	Canceled	03/23/95
3.11	Format and Content Guide for Analytical Services Technical Procedures	0	11/03/95
3.12	Internal Audit Program (moved to 8.5)	Canceled	08/15/94
3.13	Unreviewed Safety Questions (USQ) Program	Canceled	06/12/96
3.14	Laboratory Sample Tracking	0	08/15/94
3.14-A	Laboratory Sample Tracking — Procedure	0	08/15/94
3.15-A	Data Package Administrative Verification — Procedure	0	. 08/15/94
3.16	Data Package Control Requirements and Procedure	2	05/01/96
3.16-A	Data Package Control — Procedure (incorporated into 3.16, Rev. 1)	Canceled	03/01/95
3.17	222-S Laboratory Radioactive Material Inventory Control Program	Canceled	09/14/95
3.18	Hanford Environmental Information System (HEIS) Data Entry	0	03/30/95
3.19	Sample Authorization Form (SAF) Issuance and Procedure	0	03/30/95
3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96

E

<u>Section</u>	<u>Title</u>	Revision	Effective Date
4.0	TRAINING		
4.1	Training Responsibilities and Definitions ("On-the-Job Training" moved to Section 4.4)	1	10/01/94
4.2	Training Development and Maintenance	0	11/30/93
4.3	Training Administration Change 1 (5)	1	11/15/95 01/22/96
4.4	On-The-Job Training	4	05/01/96
4.5	Training Programs	2	09/11/95
4.6	Training Plan for 222-S Laboratory RCRA Waste Management Units	0	10/14/96
5.0	PROCEDURES		
5.1	Analytical Laboratory Procedures (renumbered 3.9)	Canceled	01/15/93
5.2	Supporting Documents	Canceled	09/15/92
5.3	Laboratory Directions	Canceled	09/15/92
5.4	Laboratory Test Programs	0	03/30/92
6.0	CONDUCT OF OPERATIONS		
6.1	222-S/WSCF Daily Operating Instructions/Standing Orders	1	09/15/95
6.2	222-S Lockout/Tagout Guidance (replaced by LAP-01-100, 222-S Lockout/Tagout Guidance)	Canceled	01/23/96
6.7	Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7)	7	07/10/96
6.7-A	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting — Procedure (incorporated into 6.7, Rev. 5)	Canceled	• 06/06/95
6.8	Lessons Learned Administration	0	01/22/96
6.9	Required Reading	0	09/02/96
6.11	Logkeeping Practices	0	05/17/94
6.17	Operator Aid Postings	1	12/27/95

Section	Title	Revision	Effective Date
7.0	RECORDS MANAGEMENT		
7.1	Laboratory Data Management Access Control for Data Packages	0	01/15/93
7.2	Quality Assurance Records	0	10/22/93
8.0	QUALITY ASSURANCE/QUALITY CONTROL		
8.1	222-S Laboratory Analytical Quality Assurance Plans	1	04/08/96
8.2	Laboratory Instrument Calibration Control System	Canceled	08/05/96
8.3	Laboratory Quality Affecting Software Control System	1	08/15/94
8.5	Laboratory Assessments	0	08/15/94
8.5-A	Laboratory Assessments — Procedure	0	08/15/94
8.6	Laboratory Computer Configuration Control	0	12/15/95
8.7	222-S Laboratory Management Assessments	0	11/21/95
8.8	Corrective Action Management	0	01/08/96
9.0	WORK CONTROL		
9.1	Material Control	1	11/21/95
9.1-A	Material Control — Procedure (incorporated into Section 9.1, Rev. 1)	Canceled	11/21/95
9.2	Restricted Access Area Signage	0	. 04/18/94
9.3	222-S Complex Construction Work Authorization	0	05/02/94
9.4	222-S High and Very High Radiation Access Control	1	08/17/95
9.5	Access Control Entry System (ACES)	0	10/16/95
9.8	Notice of Construction Review	0	08/26/96
10.0	LABORATORY INSTRUMENTS		
10.1	Instrument Preventive Maintenance	1	01/08/96
11.0	RADIOLOGICAL CONTROL		
11.1	Policy and Management Commitment	0	12/22/95
11.2	Assignment of Responsibilities	0	12/22/95

Section	<u>Title</u>	<u>Revision</u>	Effective Date
11.3	Administrative Control Levels	0	12/22/95
11.4	Radiological and ALARA Performance Goals/Indicators	0	12/22/95
11.5	ALARA Training	0	12/22/95
11.6	Plans and Procedures	0	12/22/95
11.7	Internal ALARA Program Reviews and Work Practice Assessments	0	12/22/95
11.8	Optimization Methodology	0	12/22/95
11.9	ALARA Design Reviews	0	12/22/95
11.10	ALARA Work Documentation	0	12/22/95
11.11	ALARA Program Records	0	12/22/95

Analytical Services

1.0 INTRODUCTION

In accordance with Washington Administrative Code (WAC), Chapter 173-303, "Dangerous Waste Regulations," a written training plan is required for many types of RCRA Waste Management Units. The 222-S Laboratory manages RCRA Waste Management Units regulated as generator units under WAC 173-303-200, and interim status units regulated under WAC 173-303-400. RCRA Waste Management Units covered by this plan include:

- Less than 90 day Accumulation Areas
- 219-S Waste Treatment and Storage Facility
- Dangerous and Mixed Waste Storage Area (Connex Boxes).

WAC 173-303-200, and 400 require compliance with WAC 173-303-330, "Personnel Training". This training plan complies with WAC 173-303-330. This training plan may be given to a regulatory agency inspector upon request provided this plan is cleared for public release. Training records associated with personnel identified in this plan and maintained in the 222-S Regulatory file may be provided to an outside regulatory agency inspector as a result of the Federal Register Notice released on April 11, 1994 (59 FR 17091).

2.0 TRAINING PROGRAM

A dangerous or mixed waste generator and the owner/operator of active interim status units shall provide personnel training as directed by WAC 173-303-330. Centralized training organizations are responsible for developing the overall Hanford Facility training program of classroom instruction and maintaining training records. The plant manager is responsible for developing a program for unit/building-specific training supplementing the general Hanford Facility classroom program. General requirements of a training program include:

- a. Teaching personnel to perform duties in compliance with the Dangerous Waste Regulations.
- b. Instruction by a person knowledgeable of dangerous waste management procedures that includes training relevant to the employee's position.
- c. A unit/building-specific program that includes instruction to familiarize personnel with applicable procedures (inspection plans, operating procedures, etc.), container management practices, spill response, and emergency procedures. Refresher training must be given annually to personnel. An annual review of the contingency plan and the emergency procedures maintained at the unit/building will satisfy the spill response and emergency procedures review.

- d. New employees must receive training within 6 months of employment or transfer, and must be supervised until completion of training.
- e. Employees must receive appropriate annual refresher training.

3.0 TRAINING PLAN CONTENT REQUIREMENTS

In accordance with the requirements in WAC 173-303-330(2), a training plan must contain the following:

- 1. For each position related to dangerous waste management at the facility, the job title, the job description, and the name of the employee filling each job. The job description must include the requisite skills, education, other qualifications, and duties for each position.
- 2. A written description of the type and amount of both introductory and continuing training required for each position.
- 3. Records documenting that facility personnel have received and completed the training required by this section.

The following three sections describe how these requirements are met for the 222-S Laboratory.

3.1 Job Title, Job Description, and Names of Employees

Personnel who are associated with dangerous waste management at the 222-S Laboratory are maintained in this training plan by name in Attachment A. These personnel are placed into six worker categories to properly assign the correct training that is commensurate with their duties and responsibilities. Personnel duties and responsibilities may overlap between categories. When overlaps occur, personnel will complete appropriate training pertaining to courses applicable from each category. The determining factor for placing specific personnel within any of the worker categories is the corresponding job duties. The six worker categories are as follows:

- All Employees
- General Worker
- Advanced General Worker
- General Manager
- General Shipper
- Waste Designator.

The duties corresponding to these categories are contained in Table 1. The descriptions of job duties for each category are general in nature. However, they do provide adequate specifics that can be matched to individual job titles or job positions commonly found at the Hanford Facility. The responsibilities for personnel categorized as Advanced General Worker, General Manager, General Shipper, and Waste Designator are provided because these categories are directly associated with the

safe and compliant management of dangerous and mixed waste at the 222-S Laboratory. Because personnel categorized as All Employees and General Workers are not directly related to the safe and compliant management of dangerous and mixed waste at the laboratory, these personnel are not maintained by name in Attachment A.

All personnel are assigned a job title (from the salaried nonexempt or bargaining unit classifications) or position (from the exempt classifications). The job or position descriptions include applicable requisite skills, work experience, education, and other qualifications, and a brief list of duties and/or responsibilities for each job title or position. Information regarding work experience, education, and other qualifications required for each position is maintained by Westinghouse Hanford Human Resources Department.

Personnel Assigned duties as a Dangerous Waste Worker will be removed from that assignment if their training goes delinquent. Upon requalification they may resume previously assigned duties.

In general, all personnel require a high school diploma or GED. Personnel filling exempt management or engineering positions may require a college degree with 2 or more years of industry experience. Many prerequisites exist for these positions. In some cases, a college degree may be waived as a prerequisite requirement. An equivalent combination of education and experience also may be accepted. Additional information on specific prerequisites can be provided upon request. The following sections describe within the appropriate worker category, the job titles and a brief position description of personnel at the 222-S Laboratory who are categorized as Advanced General Workers, General Managers, General Shippers, and Waste Designators.

Table 1. Worker Categories

WORKER CATEGORIES	GENERATOR JOB DUTIES	PERSONNEL JOB TITLES ¹
ALL EMPLOYEES	Is not categorized as a General Worker, Advanced General Worker, General Manager, or General Shipper.	-Administrative personnel -Touring visitors -Oversight personnel
GENERAL WORKER	Generates dangerous waste and places waste into appropriate containers. Waste management activities are overseen by person-incharge or other 222-8 Laboratory personnel. Contingency plan duties are to immediately evacuate incident area and report incident to appropriate personnel. Duties and responsibilities would not exceed those stated above.	-Maintenance personnel -Health physics technicians -Contractor crafts -Truck drivers -Power Operators -Chemical Technologists -Chemists -Engineers
ADVANCED GENERAL WORKER	Duties include the management of dangerous waste in tanks, containers, containment buildings, and storage tunnels. Selects, packages, and prepares containers of dangerous waste for movement including proper marking and labeling of containers. Performs inspections and operates the RCRA Unit. Samples containers of dangerous waste and prepares samples for delivery to a laboratory. Contingency plan duties include responding to small spills in accordance with procedures within plans.	-Chemical Technologists -Hazardous Materials Control personnel -Building Operations Personnel -Shift Techs performing surveillence of 219-S Building
GENERAL MANAGER	Environmental Compliance Officer, Someone who can act as the Building Emergency Director, or someone who directs Advanced General Workers in accumulation of dangerous waste. Responsible for the accountability and directing of employees during dangerous waste emergency events.	-Building Emergency Director -Manager of Advanced General Worker -Environmental Compliance Officer -Shift Managers -Building Operations Manager -Hazardous Materials Control Team Leader -On Call Shift Managers
GENERAL SHIPPER	Duties include the preparation and shipment of dangerous or mixed waste containers in compliance with applicable requirements. Directs General and Advanced General Workers in dangerous waste management and/or transportation activities. Authorized individual for signing offsite waste manifests and onsite waste movement documentation.	-Hazardous Material Control -Team Leader -Hazardous Materials Control Plant Engineer -Regulatory Compliance Engineers
WASTE DESIGNATION	Duties include performing and/or completing waste designations within the 222-S Laboratory Complex.	-Hazardous Materials Control -Team Leader -Hazardous Materials Control Plant Engineer -Regulatory Compliance Engineer

¹ Duties and responsibilities of personnel must be compared to the table.

Ē.

3.1.1 222-S Laboratory Advanced General Workers

1. Laboratory Chemical Technologists

Responsibilities of Chemical Technologists include the following:

- Perform work activities in accordance with current operating procedures
- Perform sampling as required by procedure
- Conduct routine surveillance of waste treatment and storage tanks,
 laboratory buildings, and storage areas
- Respond to alarms, dangerous waste leaks, or spills
- Respond to off-normal and/or emergency conditions according to established procedures
- Perform routine inspections of TSD units as required.

Responsibilities of Chemical Technologists assigned to the Hazardous Materials Control group include the following:

- Receive, segregate, sort, inventory, store, and stage dangerous waste
- Provide surveillance of less than 90-day Accumulation Areas and TSDs for off-normal conditions.
- Assist truck drivers in loading and unloading
- Ensure that trucks transporting dangerous waste are properly placarded
- Respond to dangerous waste leaks or spills
- Ensure that the waste has been properly secured in the transportation vehicle.

3.1.2 222-S Laboratory General Managers

1. 222-S Building Emergency Coordinator/Alternates

Responsibilities and duties of the Emergency Coordinator and the alternates include the following:

Function as the Emergency Coordinator as defined in WAC 173-03-360.

- Determine if a RCRA contingency plan has been implemented during the course of an incident or process upset.
- Ensure all applicable reports to Ecology have been made after an incident or process upset has occurred.
- Become thoroughly familiar with the RCRA Waste Management Units Contingency Plan, operations, activities, location and properties of all wastes handled, location of all records, and the layout of the RCRA Waste Management Units
- 2. 222-S Environmental Compliance Officer.

Responsibilities include the following:

- Provide support management to ensure compliance with the applicable environmental compliance requirements, environmental permits, and compliance orders
- Ensure that management is aware of the RCRA Waste Management Units's environmental compliance status and environmental compliance activities
- Understand and be able to explain the environmental compliance status of the RCRA Waste Management Units with all applicable environmental requirements
- Advise management of new environmental requirements and policies, the associated impacts, and the recommended implementation mechanisms to ensure compliance.

3.1.3 222-S General Shipper

- 1. Hazardous Material Control Team Leader
 - Responsible to provide technical direction for handling, storage, transportation, and disposal of hazardous materials/wastes
 - Direct general and advanced general workers in dangerous waste management and/or transportation activities
 - Signing waste manifests and other waste movement documentation
 - Oversee routine inspections of TSD units, 90-day Accumulation Areas and Satellite Accumulation Areas
 - Oversee RCRA sampling of contaminated waste

- 2. Hazardous Materials Control/Regulatory Compliance Plant Engineer:
 - Lead responsibility to provide technical direction, for handling, storage of hazardous materials/waste
 - Direct general and advanced waste worker activities
 - Direct/Coordinate RCRA sampling for containerized waste
 - Write/Implement plant operation procedures for the proper handling, storage, and disposal of solid waste
 - Provide direction for response to dangerous waste leaks or spills.

3.2 Written Description of the Type and Amount of Training

Based on the categorization of personnel to the worker categories, the appropriate courses are chosen. Below is a list of available courses that may be assigned as a requirement by worker category. To help ensure the correct course is assigned, Table 3 provides the course descriptions containing additional information about the course. Courses applicable to all personnel categorized as Advanced General Workers, General Managers, General Shippers and Waste Designators are listed in Table 1 for each employee by name.

3.2.1 Worker Category Courses

All Employees

Hanford Site Orientation (HSO) - 02006A
 Retraining: Hanford General Employee Training (HGET) - 000001

General Workers

- Worker Hazard Communication 02006T
 Waste Management Awareness 02006G
 Retraining: N/A one time only
- Unit/building-specific contingency plan training (training waived when escorted by qualified 222-S personnel) - 03E024
 Retraining: 12 Months

Advanced General Workers, General Managers, General Shippers and Waste Designators

Courses are identified in Table 3.

3.2.2 Emergency Response Training

Federal and state regulations require that personnel be able to respond effectively to emergencies. In accordance with WAC 173-303-330(1)(d), personnel are trained on emergency equipment, systems, and procedures. Laboratory operations involves the management of dangerous waste within containers, tanks, laboratory buildings, and storage areas. Table 2 indicates requirements from WAC 173-303-330(1)(d) that are applicable to each RCRA Unit operation. Specific topics required by federal and state dangerous waste regulations are included in courses taught at the Hanford Facility. The courses cover a wide spectrum of target audiences. For example, some courses address the level appropriate for All Employees. At the other end of the spectrum, some of these courses concern responsibilities of General Managers who function as the emergency coordinator as defined in WAC 173-303-360.

Table 2. Applicability of WAC 173-303-330(1)(d) to RCRA Waste Management Units			
	Less Than 90 Day Accumulation Areas	Tank Systems	Container Storage Buildings
Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment	Y	Y	Y
Key parameters for automatic waste feed cut-off systems	N	Y	N
Communications or alarm systems	Y	Y	Y
Response to fires or explosions	Y	Y	Y
Response to groundwater contamination incidents	N	Y	N
Shutdown of operations	N	Y	Y

3.3 Training Records

3.3.1 Location of Training Records

Training records, as described in WAC 173-303-330, consist of documentation that shows training has been completed. Hanford Facility training records include both electronic data storage and hard copies. The electronic data storage information is the training record initially presented to demonstrate that personnel have been trained. After a course is completed, the electronic data storage record is created on the Training Record Information (TRI) system.

The electronic data storage record will contain the course number, course title, date of attendance, and any refresher dates. Hard copies of training records that are sent to the training

record organization for entry on the TRI System are initially maintained in Richland, Washington. Original hard copy training records are transferred quarterly to the Records Holding Facility in Richland, Washington. After approximately 1 year, the original hard copy training records are archived at the Federal Records Center in Kent, Washington. Electronic data storage and hard copy training records of former employees are kept for at least 3 years from the date the employee last worked at the 222-S Laboratory Complex.

3.3.2 Access of Training Records

When a training record is requested during an inspection, an electronic data storage record will initially be provided. When the electronic data storage record does not satisfy the inspection concern, a hard copy training record will be provided. Training records of former employees may not be available through computers at the 222-S Laboratory Complex and may require a representative from the Training Records organization to access the TRI System for this information.

3.3.3 Determining Current Training Status

After an electronic data storage training record is obtained, it will be compared to information in this plan. This plan can be used to determine the RCRA training status of all personnel in relation to all worker categories identified in this plan. The electronic data storage training record coupled with this training plan will give any inspector the ability to quickly determine the training status of personnel in the field.

4.0 UPDATING THE TRAINING PLAN

When new courses become available, this training plan will be revised. When personnel are no longer working at the 222-S Laboratory Complex, Attachment A to this Training Plan will be updated to indicate new personnel and to remove those workers which are transferred to other areas. 222-S Laboratory Training will update Appendix A on a quarterly basis. When the Emergency Coordinators change (i.e., BED), Emergency Preparedness will also be contacted to ensure the list of Emergency Coordinators is properly maintained.

5.0 RCRA COURSE DESCRIPTIONS

The following list of courses are driven by the requirements of the Washington Administrative Code 173-303, Dangerous Waste Regulations and the "draft" Hanford Facility RCRA Permit. Attachment A includes personnel in the applicable categories (3, 4, or 5), and the training courses applicable for their responsibilities. This attachment is updated quarterly.

Course Numbers	Course Titles
000001	Hanford General Employee Training
02006A	Hanford Site Orientation
02006G	Waste Management Awareness
02006T	Worker Hazard Communication
02028B	Building Emergency Director Training
03E041	Unit/Building-Specific Contingency Plan Training, 222-S Facility
035010	Waste Designation Support
035020	_Facility Waste Sampling and Analysis
035100	Core Waste Management Training - Initial
035110	Core Waste Management Training - Requalification
035120	Waste Management Administrative - Initial
035130	Waste Management Administrative - Requalification
037510	Building Emergency Director Requalification

Table 3. Course Descriptions

Title	000001 Hanford General Employee Training
Description	Course covers DOE Orders and applicable policies pertaining to employer and employee rights and responsibilities, general radiation training, hazard communications, dangerous waste, fire prevention, personal protective equipment, safety requirements, certain unit/building orientation refresher training, emergency preparedness, accident reporting, and avenues for addressing safety concerns.
Mandating Document(s)	Hanford Facility RCRA Permit, General Conditions
Target Audience	All Hanford Facility personnel
Delivery	Computer-based training with interactive video
Evaluation	Computer generated questions
Length	Average = 2 to 6 hours
Frequency	Annual

Title	The first of the f
Description	Course covers DOE Orders and applicable policies pertaining to employer and employee rights and responsibilities, general radiation training, hazardous waste, fire prevention, personal protective equipment, safety requirements, accident reporting, and avenues for addressing safety concerns.
Mandating Document(s)	Hanford Facility RCRA Permit, General Conditions
Target Audience	All Hanford Facility personnel
Delivery	Classroom
Evaluation	Not applicable
Length	3 hours
Frequency	Initial (Retrained annually by 000001 HGET)

Title	02006G Waste Management Awareness
Description	Course introduces workers to federal laws governing chemical safety in the work place. The course provides the hazardous waste worker with the basic fundamentals for safe use and disposal of hazardous waste. Course defines hazard communication, hazardous material and hazardous waste. Reviews labeling requirements, safe compliant waste disposal methods and key terms used in hazardous waste management. The course also introduces methods for waste minimization.
Mandating Document(s)	WAC 173-303-200(2)
Target Audience	Hanford Facility personnel categorized as a General Worker, Advanced General Worker, General Manager, and General Shipper
Delivery	Classroom
Evaluation	Written examination - 80% passing grade
Length	4 hours
Frequency	N/A - One Time Only

Title	02006T Worker Hazard Communication	
Description	Course introduces workers to federal laws governing chemical safety in the work place. The course provides the hazardous materials worker with the basic fundamentals for safe use and disposal of hazardous materials. Course defines hazard communication and hazardous material, reviews labeling requirements, and introduces material safety data sheets and key terms used in chemical safety. The course also introduces methods for waste minimization.	
Mandating Document(s)	WAC 173-303-200(2)	
Target Audience	Hanford Facility personnel categorized as a General Worker, Advanced General Worker, General Manager, and General Shipper	
Delivery	Classroom	
Evaluation	Written examination - 80% passing grade	
Length	4 hours	
Frequency	N/A - One Time Only	

Title	02028B Building Emergency Director Training	
Description	Course provides an overview of the responsibilities of the building emergency director, identifies the building emergency organizations, actions required during an event, implementing the contingency plan, and discusses drill and exercise requirements.	
Mandating Document(s)	WAC 173-303-340, -350, and -360	
Target Audience	Building Emergency Directors and their alternates who can function as the Emergency Coordinator	
Delivery	Classroom	
Evaluation	Not Applicable	
Length	2 hours	
Frequency	Initial (Retrained annually by 037510 Building Emergency Director/Warden Requalification)	

Title	03E041 Unit/Building-Specific Contingency Plan Training- 222-S Facility	
Description	Course consists of a review of specific hazards associated with the RCRA Waste Managem Units, as covered by the contingency plan (WHC-IP-0263-202A). The training is complete by the supervisor, manager, or a designated individual using a checklist. The unit/building specific information is reviewed concerning hazards in the work area and emergency response requirements, including where applicable, waste feed cut-off, communication and alarm systems, and response to fires. The checklist acts as a guide to ensure consistent coverage necessary topics.	
Mandating Document(s)	WAC 173-303-330(1)(d), -340, and -350	
Target Audience	All Hanford Facility personnel categorized as Advanced General Workers, General Managers, and General Shippers assigned to RCRA Waste Management Units. All General Workers may take this course, or equivalent training may be given during the pre-job safety meeting. The General Worker may be escorted by qualified RCRA Waste Management Units personnel.	
Delivery	One-on-one or as a group with supervisor, manager or designated individual	
Evaluation	Training checklist documentation	
Length	1 Hour	
Frequency	Annual ·	

Title	035010 Waste Designation Support	
Description	Course teaches dangerous waste designation according to WAC 173-303. Class content includes section-by-section lecture on the regulations, with examples following each section. Students complete examples using a waste designation flow chart. Examples addressed include: federal listed waste, discarded chemical products, dangerous waste source, Washington State criteria: toxicity, persistence, carcinogenic, and federal characteristics: ignitability, corrositivity, reactivity, and toxicity.	
Mandating Document(s)	WAC 173-303-070, and -080 through -100	
Target Audience	General Shippers	
Delivery	Classroom	
Evaluation	Written Exam - 80% passing grade	
Length	12 Hours	
Frequency	Annual	

Title	035020 Facility Waste Sampling and Analysis
Description	Course presents waste sampling methodologies according to EPA Protocols SW-846, Test Methods for Evaluating Solid Waste Physical/Chemical Methods. This course also covers documentation requirements in a sampling plan, field and laboratory quality control/assurance, and use of actual sampling equipment.
A Tr	One-time training is required because the General Shipper, in most cases, will utilize resources on the Hanford Facility to acquire samples. This training provides an overview of information to ensure that sampling efforts are properly set up.
Mandating Document(s)	WAC 173-303-110 and -070
Target Audience	General Shippers
Delivery	Classroom presentation, exercises, demonstration and discussion
Evaluation	Written Examination
Length	12 Hours
Frequency	One time

t.

Title	035100 Core Waste Management - Initial
Description	Course covers basic requirements of waste management, incorporating 40 CFR, WAC 173-303, DOE Orders, and company policy. Includes three practical exercises for hands-on experience with satellite and 90-day accumulation area requirements, labpacks for dangerous waste and mixed waste, and preparation of packages for final destination. This course is intended to discuss requirements for on site management practices of containerized dangerous waste. This course is not intended to be a RCRA related course for General Shippers who conduct off site waste shipments as defined by WAC 173-303-040.
Mandating Document(s)	WAC 173-303-630, -200 and Waste Minimization
Target Audience	Advanced General Workers and General Managers of Advanced General Workers who manage containers of dangerous waste. The 90-day tank systems are not discussed in this course. This course is recommended for General Shippers who ship dangerous waste on site.
Delivery	Classroom
Evaluation	Written Examination - 80% passing grade
Length	16 Hours
Frequency	Initial (retrained annually by 035110 Core Waste Management Training - Refresher)

Title	035110 Core Waste Management - Refresher
Description	Refreshes Course 035100
Target Audience	Advanced General Workers and General Managers of Advanced General Workers
Delivery	Classroom
Evaluation	Written Examination - 80% passing grade
Length	4 Hours
Frequency	Annuai

Title	035120 Waste Management Administration - Initial	
Description .	Course is designed for personnel preparing to become authorized shippers of dangerous and/or mixed waste. This course covers regulatory and company policies, forms, reports, forecasts, and plans. Topics also covered include: waste characterization, waste storage disposal request, low level waste storage/disposal record, transuranic waste storage/disposal record, and radioactive mixed waste attachment sheet. In addition, students will learn how these forms are used to complete shipping papers.	
Mandating Document(s)	Hanford Facility RCRA Permit, Part II, condition II.Q	
Target Audience	General Shippers	
Delivery	Classroom	
Evaluation	Written Examination - 80% passing grade	
Length	8 Hours	
Frequency	Initial (Retrained annually by 035130 Waste Management Administration - Refresher)	

Title	035130 Waste Management Administration - Refresher		
Description	Refreshes course 035120		
Target Audience	General Shippers		
Delivery	Classroom		
Evaluation	Written Examination - 80% passing grade		
Length	4 Hours		
Frequency	Annual -		

Title	037510. Building Emergency Director Requalification
Description	Refresher for Building Emergency Director Training
Target Audience	Building Emergency Directors and alternates
Delivery	Classroom
Evaluation	Not Applicable
Length	2 Hours
Frequency	Annual

Title	000071 222-S Facility Orientation	
Description	Course describes the general layout of the 222-S Facility, as well as, some of the general hazards employees may encounter at various locations within the Facility.	
Mandating Document(s)	WAC 173-303-330	
Target Audience	All 222-S Advanced Waste Workers, General Shippers and General Managers.	
Delivery	Computer Based Training	
Length	1 Hour	
Frequency	Biennial	

6.0 DESIGNATED REVIEWERS

Designated Reviewing Organizations	<u>CMPOC</u>
Laboratory Engineering (Champion)	T6-12
Operations Assurance & Support	T6-07
HASQAP Compliance	S3-31
222-S Analytical Operations	T6-16

7.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

8.0 REFERENCES

WAC 173 303, 1992, "Dangerous Waste Regulations", Washington Administrative Code, as amended.

This page intentionally left blank.

Attachment A

Employee	Position	Worker Category	Required Courses
Bates, T.B.	HMC Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
Chambers, R.L.	HMC Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
Frazier, T.A.	HMC Senior Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
Hall, M.J.	Environmental Compliance Officer	General Manager	000001, 02006A, 02006G, 02006T, 03E041, 035010, 0352020, 035100, 035110, 035120, 035130, 000071
Martin, M.L.	HMC Team Leader	Advanced General Worker, General Shipper, General Manager	000001, 02006A, 02006G, 02006T, 03E041, 035010, 0352020, 035100, 035110, 035120, 035130, 000071
McCalmant, G.L.	HMC Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
McColloch, T.A.	HMC Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
Morrison, J.A.	Regulatory Compliance Engineer	Advanced General Worker, General Shipper, Waste Designator	000001, 02006A, 02006G, 02006T, 03E041, 035010, 0352020, 035100, 035110, 035120, 035130, 000071
Rollison, M.A.	HMC Senior Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
Shirley, S.K.	HMC Plant Engineer	Advanced General Worker, General Shipper, Waste Designator	000001, 02006A, 02006G, 02006T, 03E041, 035010, 0352020, 035100, 035110, 035120, 035130, 000071
Solbrack, J.L.	HMC Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
Storm, R.W.	HMC Senior Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071
Vallejo, M.S.	HMC Senior Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 00007
Waligura, N.C.	HMC Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 035100, 035110, 000071

Employee	Position	Worker Category	Required Courses
Dale, T.F.	Shift Operations Manager	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 035100, 035110, 037510, 000071
Cook, M.A.	Shift Operations Manager	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 035100, 035110, 037510, 000071
Walley, G.L.	Shift Operations Manager	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 035100, 035110, 037510, 000071
Lindberg, M.J.	Shift Operations Manager	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 035100, 035110, 037510, 000071
Greenough, K.J.	Shift Operations Manager	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 035100, 035110, 037510, 000071
Hardy, D.B.	Shift Operations Manager	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 035100, 035110, 037510, 000071
Bee, S.K.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Hammitt, G.J.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Honaker, D.L.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Hughes, L.M.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Hurson, A.K.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Jones, R.C.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Mack, L.C.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Oleson, T.R.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Peterson, S.L.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Waters, V.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071

Employee	Position	Worker Category	Required Courses
Bushore, R.P.	Building Operations Manager	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 037510, 000071
Blevins, D.G.	Building Operations Team Leader	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 037510, 000071
Kempf, P.F.	Building Operations Team Leader	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 037510, 000071
Snyder, S.S.	Building Operations Team Leader	BED, General Manager	000001, 02006A, 02006G, 02006T, 02028B, 03E041, 037510, 000071
Campbell, M.R.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Franz, M.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Guajardo, E.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Hansen, P.A.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Kessler, M.D.	Senior Chem Tech	Advanced-General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Olsen, J.R.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071
Peale, G.L.	Senior Chem Tech	Advanced General Worker	000001, 02006A, 02006G, 02006T, 03E041, 000071

This page intentionally left blank.